

**IT Professional Technical Services
Master Contract Program
T#:902TS**

**Statement of Work (SOW)
For Technology Services
Issued By**

**Office of MN.IT Services @ Minnesota Department of Health
(MDH)**

Project Title: Minnesota Cancer Reporting System (MCRS)

Service Categories:

- Analyst – Business
- Analyst – Re-engineering

Business Need

The 2013 Legislature appropriated funds to develop a second-generation statewide cancer data collection system that will meet changing state and federal requirements and provide cancer information at a more detailed geographic level. The first-generation system, the Minnesota Cancer Surveillance System (MCSS), began operation more than 25 years ago. Since then, technology, state and federal administrative requirements, federal reporting guidelines, cultural opinions on science and government, public demand for detailed cancer data, and the role of cancer reporting in public policy have changed considerably. The twenty-five-year-old data base design and its updates, the automated data flow structure, and the custom-created software programs have been stretched to their breaking points. The need to replace the MCSS is further amplified by the increasing societal pressure to provide cancer information on smaller geographic units to address the public's concern about cancer and environmental/industrial pollution. Work will be performed at the location the State deems appropriate.

Project Deliverables

Phase I Define the requirements and evaluate the options for the Minnesota Cancer Reporting System (MCRS).

1. Develop a Business Requirements Document. The document will be written using good requirements document planning methodologies. It will be constructed so that it reads well, has individual sections that are easy to access and interpret, and has traceability built in as a key factor. The document will include:
 - a. A comprehensive explanation of what is needed from a business perspective to provide a Minnesota Cancer Reporting System. The requirements document will need to fully develop the context around cancer reporting based on business requirements. (e.g. what are the current-day needs, what is MDH trying to achieve, what is the vision, what needs

- to change, what emerging methodologies such as automated medical record reporting might be relevant, etc.)
- b. Background information on cancer reporting from various sources, including academic literature on population-based cancer registration, cancer data standards and data items required by the North American Association of Central Cancer Registries and the National Program of Cancer Registries at CDC, methods and strategies used by other cancer registry systems, state and federal administrative requirements, cultural opinions on science and government, public demand for detailed cancer data, and previous work on Minnesota cancer reporting requirements such as a set of high-level use cases developed in 2009.
 - c. Input from stakeholders including state and federal experts, academic cancer researchers, cancer control partners, legislators and other policy makers, and funders about their needs for the MCRS.
 - d. The identification of any constraints for the project. Explaining restrictions or constraints within the requirements document will guide those who will work on the implementation of a product. (e.g., what level of data completeness is desired for geographic areas, health care providers, individual cases, and data elements for each case; the desired level of data timeliness, accuracy, and quality control; the desired level of epidemiological data analysis; and the necessity of including all the historical data contained in MCSS in the MCRS database)
 - e. The identification of interface requirements, such as user interfaces, internal and external data-oriented interfaces, interfaces with other internal or external system or entities, and data sets and sources to which linkages will be needed.
 - f. A categorized and organized presentation of requirements approved by the MDH subject matter experts, so the requirements can be used by the vendor to perform a gap analysis against the findings for the available options.
2. Research options and perform a gap analysis against the Business Requirements Document. The vendor will work closely with the MDH subject matter experts to:
 - a. Identify potential options for a cancer reporting solution, such as software as a service, adopting or modifying other state cancer registries, purchasing a product from a vendor, introducing new tools and big data concepts, or building an in-house system. Selected vendor's software is ineligible from consideration as a solution.
 - b. Include graphic mockups of each product and work flows wherever possible to provide more detail about what the option might look like and how it might function in Minnesota's environment.
 - c. Prepare an evaluation protocol for assessing and analyzing each potential solution. At a minimum, the protocol will include meeting business requirements, cost and scheduling for development and/or installation, and future maintenance costs.
 - d. Using the evaluation protocol, perform a gap analysis against the available options.
 - e. Document the gap analysis findings.
 3. Recommend a cancer reporting solution based on the gap analysis findings. The vendor will:
 - a. Present the gap analysis findings to MDH and MN.IT@MDH.
 - b. Make recommendations to MDH and [MN.IT @ MDH](mailto:MN.IT@MDH) on the best option to pursue.

Project Milestones and Schedule

- Anticipated Project Start Date: 5/5/2014 or Upon Contract Execution
- Contractor will provide detailed project plan with milestones and schedule
- End Date: one year from contract execution

The term of any resulting work order will be limited to a term not greater than one-year from the date of final execution anticipating the completion of the existing master contract. The State reserves the right to transition any resulting work order to the new master contract program subject to its terms and conditions which will replace the current program. If such a transition is not

possible, the contracting entity will work with MN.IT and the Department of Administration to review options to enable the continuation of the services being provided to the extent possible.

Project Environment (State Resources)

- **MDH Subject Matter Experts (SMEs):**
 - **MCSS Program Managers**—Provide information on the history, requirements, and barriers to population-based cancer case-finding, case-reporting, quality control, and analysis; define performance criteria required to meet technical, political, and fiscal challenges.
 - **Epidemiologist Principal (1.0 FTE)**—Serve as the primary contact for the vendor, the business leader for the MCRS project, and lead worker to other SMEs supporting the project; provide business expertise on case-finding, case-reporting, and quality control methodologies for cancer reporting; support the integration of public health and IT requirements.
 - **Research Scientist 2 (0.7 FTE)**—Assist with literature reviews, communication with state and federal experts in population-based cancer registration, and evaluating case-finding, case-reporting, and quality control methodologies for cancer reporting; assist with stakeholder communications.
- **MN.IT @ MDH Project Manager (0.2 FTE):** Maintain project plan, project schedules, status reports and other document deliverables. Responsible for on time project deliverables.
- **MN.IT @ MDH Infrastructure:** Assist vendor in answering any technical questions that may need to be addressed during the requirements development and system evaluations.
- **MN.IT @ MDH Firewall & Security:** Assist vendor in answering any technical questions that may need to be addressed during the requirements development and system evaluations.
- **MN.IT Central:** State PMO office will be tracking this project under the Biennium Information Technology Portfolio.
- **MN.IT Central Security:** Assist vendor in answering any security or compliance related questions that may need to be addressed during the requirements development and system evaluations.

Agency Project Requirements

The contractor will adhere to the following project requirements:

- The requirements documentation, gap analysis, system options, and recommendations work will be performed at the location the State deems appropriate.
- System options and recommendations must comply with Statewide Enterprise Architecture.
- Compliance with Statewide Program Management Methodology.
- System options and recommendations must comply with applicable industry/agency standards.
- System options and recommendations must comply with State and Federal Information Security and Compliance requirements.

Responsibilities Expected of the Selected Vendor

- The contractor will have a prescribed requirements document development methodology, gap analysis process, and system evaluation protocol.
- The contractor will provide the appropriate number of FTEs knowledgeable in delivering business requirements, requirements gap analysis, and system evaluation protocols for a large system re-engineering project.
- The contractor will deliver a comprehensive business requirements document, a requirements gap analysis document for system options, and a recommendation document.

- The contractor will:
 - Work closely with the MDH subject matter experts and MN.IT @ MDH Project Manager.
 - Work with the MN.IT @ MDH Project Manager and MDH business to develop a deliverable schedule.
 - Educate the project team and stakeholders on their requirements gathering methodologies, gap analysis processes, and evaluation protocol.
 - Work with the MN.IT Project Manager to develop a detailed project plan identifying all the activities required to do the business requirements, gap analysis, system evaluations, and recommendations.
 - Lead/facilitate the research and analysis for developing the business requirements.
 - Lead the system evaluation process and provide system recommendations.
 - Assist with the development and/or modification and documentation of specific business processes as identified by the MDH subject matter experts.
 - Review the analysis of current MCSS processes.

Required Skills (to be scored as pass/fail)

- 10 years' experience preparing business requirements, working with use cases, business process modeling or data modeling, or preparing use-case or sequence diagrams.
- 5 years' experience working on medium-large scale system re-engineering projects.
- Vendor needs to be approved in both categories (Analyst-Business and Analyst-Re-engineering) to respond

Desired Skills

- Experience doing requirements gap analysis and evaluating system options.
- Project management skills and/or certification.
- Knowledge and experience in government Health Department disease surveillance and reporting with a concentration on cancer.
- Knowledge and experience in the Health Care Industry.
- Strong analytical, problem-solving and critical thinking skills.
- Ability to gain a technical understanding of the system being analyzed and how it affects the various business units.
- Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team.
- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.
- Experience defining accessible interface requirements with reference to Section 508 and WCAG 2.0 (Rationale: 1.e. of Project Deliverables specifies "The identification of interface requirements...")

Process Schedule

- | | |
|--|------------------------|
| • Deadline for Questions | 03/21/2014, 2:00pm CST |
| • Anticipated Posted Response to Questions | 03/28/2014 |
| • Proposals due | 04/10/2014, 2:00pm CST |
| • Anticipated proposal evaluation begins | 04/18/2014 |
| • Anticipated proposal evaluation & decision | 04/24/2014 |

Questions

Any questions regarding this Statement of Work should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Anita Scott

Department: MN.IT @ MDH

Email Address: anita.scott@state.mn.us

Questions and answers will be posted on the Office of MN.IT Services website

(http://mn.gov/buyit/statements/mcp902ts_active.html) according to the process schedule above.

Other persons ARE NOT authorized to discuss this SOW or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

SOW Evaluation Process

- Company (10%)
- Experience (35%)
- Three References (10%)
- Work Plan (15%)
- Cost (30%)

This Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

- Introduction
- Company overview
 - a) Company history, growth
 - b) Current financial data if publicly available
- Three client references, relevant to this SOW. Please provide contact name, email & phone number
- Project Overview
- Detailed response to "Agency Project Requirements"
 - a) Description of the vendors' understanding of the need and explanation of their proposed solution for completing the work as outlined in the "Project Deliverables" section of this document.
 - b) List any project requirements you cannot meet and explain why they cannot be met.
- Project Approach
 - 1) Organization and staffing
 - 2) Draft work plan
 - 3) Contract/change management procedures
 - 4) Project management
 - 5) Documentation of progress such as status reports
- Staffing

- 1) Resume
- Conflict of interest statement as it relates to this project
- 10 years' experience preparing business requirements, working with use cases, business process modeling or data modeling, or preparing use-case or sequence diagrams.
- 5 years' experience working on medium-large scale system re-engineering projects.
- Cost – send separate attachment for cost that includes the estimated total cost for work
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
 - e) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- Response Information:
 - a) Address response to: Roleen Marchetti
 - b) Where to respond: MN.IT_Contracts@state.mn.us
 - c) How to label response: MCRS Project Proposal
 - d) Submissions are due according to the process schedule previously listed

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this SOW, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/oet/policies-and-standards/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part

1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by:**

- (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
- (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- (3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.